NC E-Procurement **Edit User** Request Form

Note: This form may be used as an alternative to submitting a **'User Maintenance'** eForm within NC E-Procurement. Instructions for submitting eForms may be found online at http://eprocurement.nc.gov/Training.html#SecurityAdministrator.

Current Information:

Name of User: _____ **User's NCID User ID**_____

Supervisor_____ **Entity/Entity Number:** _____**User Group ID: (**four digit code**)** _____

New Information (*complete only the fields requiring updates***):**
Note: User Name and Email Address may only be updated via http://ncid.nc.gov.

Has this User's Entity changed? ___ Yes ___ No   **Has this User's NCID User ID changed?** ___ Yes ___ No

New Entity/Entity Number: _____   **New NCID User ID:** _____

New Management Level (Select One):   **New User Group ID: (**four digit code**)** _____

 __ 0 __ 500 __ 750 __ 1,000 __ 2,000 __ 2,500 __ 5,000 __ 10,000 __ 25,000 __Unlimited (9999999)

New Supervisor_____ **New Buying Entity**_____

New Ship To Address Name_____ **New Bill To Address Name**_____

Select All Applicable User Roles Below:

| | For a list of role descriptions, please consult the User Maintenance eForm Process Guide located at **http://eprocurement.nc.gov/Training.html#SecurityAdministrator** |

Add **Remove**
☐ ☐ Requester – All **(or)**
☐ ☐ Requester - Catalog Only **(or)**
☐ ☐ Requester - No eQuote
(Select only one of the above three roles)
☐ ☐ Central Receiver *(NCAS Only)* Central Receiver Group Name: _____
☐ ☐ No Supervisor
☐ ☐ Address eForm Role
☐ ☐ Requisition Editor
☐ ☐ Reporting Role
☐ ☐ Extended Reporting Role
☐ ☐ Global Reporting Role
☐ ☐ Purchasing Agent
☐ ☐ Security Administrator
☐ ☐ User Maintenance eForm
☐ ☐ EP Lite Administrator
     (Community Colleges and Schools Systems Only)
☐ ☐ Other: _____ (ex: Cross Entity Purchasing)

Select All Applicable User Groups Below:
☐ ☐ Chief Procurement Officer
☐ ☐ Override Budget Officer (NCAS Only)
☐ ☐ Other: _____ (ex: IT Approver, Financial Approver, etc.)

Security Administrator *or* EP Lite Administrator Use Only

Comments: _____
Security Administrator Name: _____ **Phone Number:** _____
Signature: _____

Help Desk Use Only

Comments/Actions:_____
CSR Name: _____ **Signature:** _____
Date Processed: _____

Please fax this form to the NC E-Procurement Help Desk at 1-919-424-1975 or
email ephelpdesk@its.nc.gov

Questions About this Form? Please contact the NC E-Procurement @ Your Service Help Desk at
1-888-211-7440 option 1 or via email to ephelpdesk@its.nc.gov